**Position Posting for Administrative Assistant**

Maple Grove Covenant Church is seeking an administrative assistant to provide administrative coordination and support to other MGCC staff members as well as lay ministry leaders. Primary responsibilities include:

* Acting as the “first point of contact” for people connecting with the church during the week in person, by phone, or via email.
* To oversee and coordinate communication functions, both internally and externally.
* To support and/or coordinate many of our all-church events
* To manage the church’s calendar, database, and other information-related items
* To manage and coordinate general office functions such as purchasing, building security, volunteer scheduling, etc.
* Manage or support specified financial operations such as credit card reconciliation, etc.
* Provide administrative support for the Lead Pastor

It is essential that the administrative assistant:

* Demonstrate a strong and growing level of personal and spiritual maturity as a follower of Jesus Christ.
* Demonstrate strong relational, administrative, and time management skills
* Possess or be able to acquire competencies with various office and computer equipment, and common software applications and programs including, but not limited to MS365, Microsoft Teams, Planning Center, Mail Chimp, Canva, Adobe InDesign, ProPresenter, QuickBooks, et al.
* Be committed to working onsite as part of the staff team
* Agree with the Evangelical Covenant Church’s theological Affirmations and the denomination’s commitment to celibacy in singleness and faithfulness in heterosexual marriage.
* Be able to pass a criminal background check.

For more information on the position or to apply, please contact Pastor Rich Theilen at Maple Grove Covenant Church (763-494-3233 or mgcc@maplegrovecovenant.org). To find out more about Maple Grove Covenant, visit our website: www.maplegrovecovenant.org.